

FY12 Title I Common Program Review Findings

Julia Foodman

Title I Technical Assistance Session

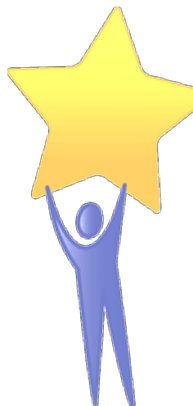
May 11, 2012

Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION



Title I Program Review Monitoring Process

- ★ Every six years, each school district in the Commonwealth is scheduled for a Coordinated Program Review of state and federal programs
- ★ Districts receiving Title I funds undergo a Title I program review in the same year they are scheduled for a Coordinated Program Review
- ★ These reviews help ensure that all children in Massachusetts have a fair, equal, and significant opportunity to obtain a high-quality education

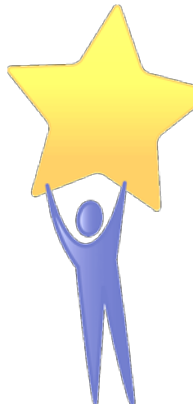


FY12 Title I Program Review

61 districts & charter schools reviewed

From zero to fifteen findings per district

5 findings per district on average



FY11 Title I Program Review - Required Actions Following Desk Audit

Required Action:

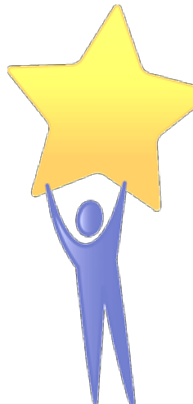
☒ Yes (see below)
 ☐ None at this time

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Fiscal Procedures 1F-1: Supplement not Supplant District has developed, implemented, and disseminated written Supplement Not Supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	Supplement not Supplant document does not include description of the means by which the policy is disseminated to personnel involved with Title I.	Submit revised copy of the district's Supplement Not Supplant policy and procedures document. Sample available online at http://www.doe.mass.edu/titlei/monitoring/ .	October 14, 2011
Parent / Guardian Communications 2A-1: Accountability Status District notifies parents/guardians of school and district accountability status (identified for improvement, corrective action, restructuring).	District did not submit copy of the parent/guardian notification of accountability status.	Submit evidence that all parents received required accountability notifications for the 2011-2012 school year. Guidance and samples regarding parent notifications are available online at http://www.doe.mass.edu/titlei/monitoring/ .	October 14, 2011
Parent / Guardian Communications 2A-2: NCLB Report Cards District publishes and distributes annual NCLB Report Cards for district and all district schools	District submitted copy of NCLB Report Card with a note attached indicating it is available on the school website. This does not ensure that all parents received a copy of the NCLB Report Card.	Submit evidence that all parents received a copy of the NCLB Report Card for district schools in the 2011-2012 school year. Guidance and samples regarding Report Card requirements are available online at http://www.doe.mass.edu/titlei/monitoring/ .	October 14, 2011
Parent / Guardian Communications 2A-3: Right-to-Know District notifies parents of their right to know about teacher qualification requirements.	District did not submit notice to parents/guardians about right to know and obtain individual teacher qualifications.	Submit evidence that all parents of students in Title I schools received the Right to Know information. Guidance and samples regarding Right to Know information and notification requirements are available online at http://www.doe.mass.edu/titlei/monitoring/ .	October 14, 2011

Fiscal Procedures

Finding

Supplement not Supplant document does not include description of the means by which the policy is disseminated to personnel involved with Title I.



Fiscal Procedures

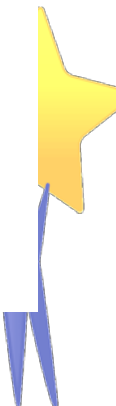
guidance and counseling services do not duplicate those that, in the absence of Title I funds, would be provided to all students and parents.

Schoolwide Programs

The district and/or schools will demonstrate that Title I funds supplement those funds that are required to be provided to the schoolwide program schools. Evidence includes: the school budget; the district budget; and back-up documentation demonstrating that the schools are receiving proper amount of funds for free public education, including funds for services for LEP and Special Education students.

Procedure for Dissemination

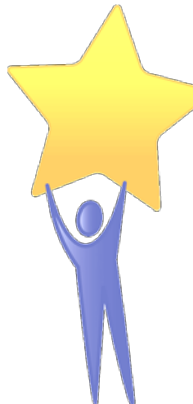
The Title I Director will disseminate this written policy and procedure to all building administrators in Title I buildings in the district. Following such dissemination, the Title I Director will meet with school administrators and all Title I-involved staff to ensure clear understanding of the concept of Supplement, Not Supplant and the procedures enacted to follow this policy.



Parent/ Guardian Communications

Finding

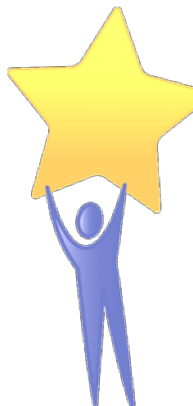
District did not follow proper requirements for distribution of NCLB Report Cards.



Parent/ Guardian Communications

The following examples DO NOT meet NCLB Report Card distribution requirements

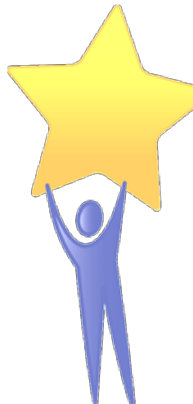
- ★ “Report cards can be viewed by visiting the district’s website.”
- ★ “Hard copies of the report cards are available at the superintendent’s office and in each school’s front office.”
- ★ “Please call the school to request a hard copy of the report card.”



Parent/ Guardian Communications

Report cards must be distributed to parents/guardians using at least one of the following options:

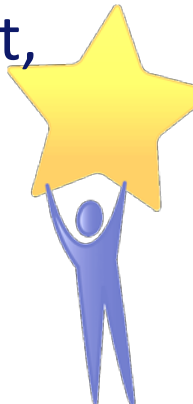
- ★ via U.S. mail
- ★ by distributing hardcopies to all parents, such as giving report cards to students to bring home in their backpacks
- ★ via email



Parent/ Guardian Communications

If distributing via e-mail, the district must:

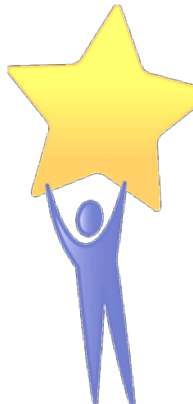
- ★ Ensure that each parent/guardian has a valid email address and that parents/guardians prefer email over other methods of communication
- ★ Parents who do not have valid email addresses or who prefer other forms of communication must receive report cards using the first or second option
- ★ The report card can be included as an attachment or the district can give a link to the report card on the Internet, so long as it is a direct link to the report card



Parent/ Guardian Communications

Finding

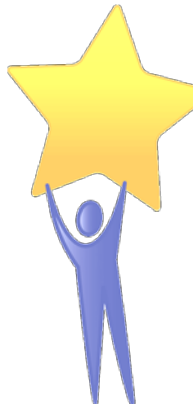
District did not submit notice to parents/guardians about their right to know and obtain individual teacher qualifications.



Parent/ Guardian Communications

School districts must annually notify the parents/ guardians of each student attending any Title I school that they may request information about the qualifications of their child's teachers:

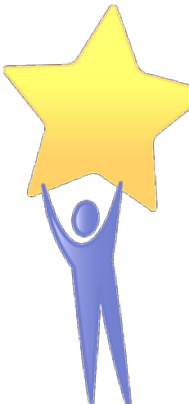
- ★ State qualifications and licensing criteria
- ★ Teaching under an emergency license or waiver
- ★ The baccalaureate degree major
- ★ Paraprofessionals qualifications



Parent/ Guardian Communications

Finding

District submitted only district Parent/Guardian policy and not policies for each Title I school.



Parent/ Guardian Communications

Guidance on District and School Parent/Guardian Involvement and Required Policies

The district may use this information to develop clear, concise district and school parent involvement policies that meet local needs and are written in a language parents/guardians can understand.

Each school and school district must implement the 14 activities listed in Section 1118(e) of the NCLB legislation to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement.

For a listing of the fourteen activities required for effective involvement of parents, see <http://www.ed.gov/policy/elsec/leg/esea02/pq2.html#sec1118>.

District Wide Parent/Guardian Involvement Policy

Each school district and every school within the district that receives Title I funds shall develop jointly with, agree on with, and distribute to, parents of participating children written parent involvement policies **at the district and school levels, respectively**, that describe how the district and Title I served schools will:

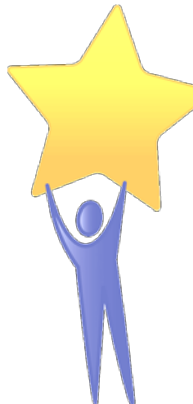
1. **Involve parents in the joint development of the plan** under section 1112, and the process of school review and improvement under section 1116.



Parent/ Guardian Communications

Finding

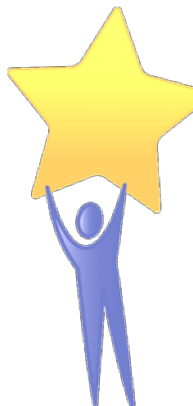
Documentation of training or materials provided to parents of Title I participants was not provided.



Parent/ Guardian Communications

For each Title I school, submit the dated notice sent to parents informing them of the annual Title I meeting.

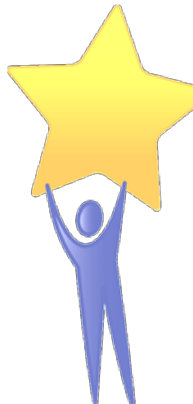
Provide a **limited sampling** of evidence to show that the required communication and training was provided to parents/guardians of Title I students.



Parent/ Guardian Communications

Provide a **limited sampling** of the following:

- ★ meeting agendas
- ★ workshop flyers
- ★ sign-in sheets
- ★ other documentation that helps parent/guardians understand the Title I program



Title I Breakfast

October 21, 2011

Welcome and Introductions

Parent Involvement Policy
Review 2012 updates based on feedback

School-Parent/Guardian Compact

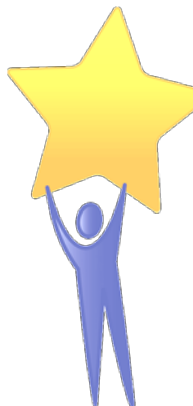
Overview of Service Delivery and Materials

Mathematics- Grade 4 and Grade 5

Reading- Grade 4 and Grade 5

Parent Council

Question and Answer---Suggestions--- Feedback





Help your child
be a better reader
with
10 minutes daily!

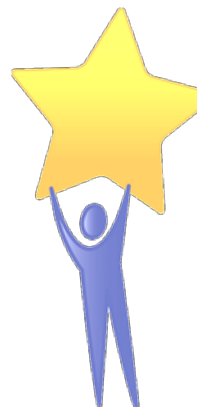
Practice “Repeated Reading”

First, choose a book that's not too hard. Here's how:

- Find a passage with about 100 words
- Have your child read it aloud
- If there are more than 5 mistakes, it is too hard!

5 Easy Steps to Repeated Reading

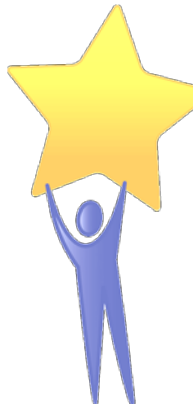
1. Pick one page and read it with good phrasing and expression to your child
2. Reread the page together, saying the words at the same time (choral reading)
3. Reread it again taking turns with every other line (parent starts)
4. Reread it a second time switching lines (child starts)
5. Finally, have your child read it back to you!



Parent/ Guardian Communications

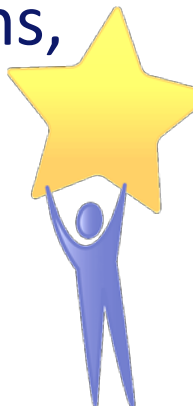
Finding

There is no indication that the Parent/Guardian Involvement Policies, including the School-Parent /Guardian compact, were evaluated for their effectiveness.



Parent/ Guardian Communications

- ★ Submit the **most current, dated copy** of the district's and each Title I school's Parent/Guardian Involvement Policies (including each school's School-Parent /Guardian compact)
- ★ Submit evidence that the district policy and each Title I school's policy has been reviewed by parents and revisions have been made in an updated policy
- ★ Evidence can include relevant meeting agenda items, meeting notes, and written parental feedback



2010 TITLE I SURVEY
PARENT INVOLVEMENT POLICY & PROCEDURES

October 27, 2010

Dear Parents/Guardians of Title I students,

We need your assistance to gather input about the parent involvement policy for Title I. This policy is included in the Title I brochure. Please take a few minutes to fill out the survey. Comments are optional.

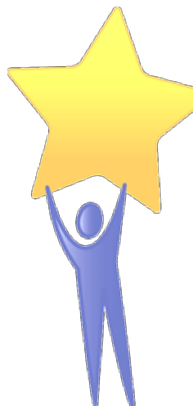
POLICY

2. Do you feel that the **policy** addresses and meets the needs of parents of Title I students?

- ☐ Well done ☐ Satisfactory ☐ Needs improvement (please specify below)
-

4. school-parent compact?

- ☐ Well done ☐ Satisfactory ☐ Needs improvement (please specify below)
-

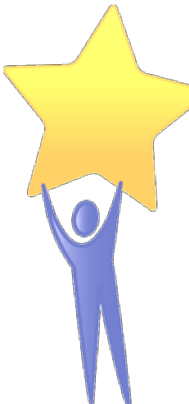


Program Design & Evaluation

Finding

Applies to SW programs only

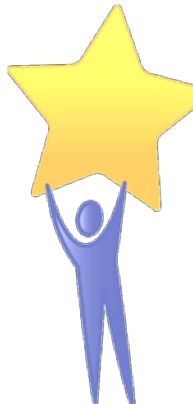
The Schoolwide plan does not indicate how the school is providing appropriate services in Schoolwide programs for homeless students.



Program Design & Evaluation

Applies to SW programs only

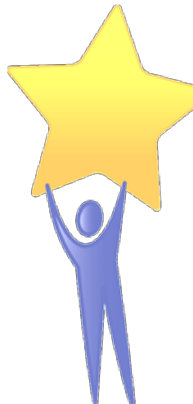
The Schoolwide Plan must demonstrate how schools in each district that is not reserving funds under Title I for homeless students is providing for appropriate services in Schoolwide programs.



Program Design & Evaluation

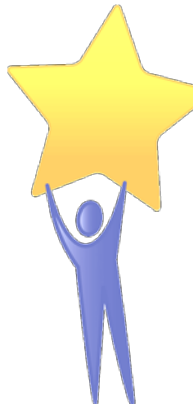
Finding

District did not submit a written summary of the program evaluation, including strengths/weaknesses and subsequent program changes.



Program Design & Evaluation

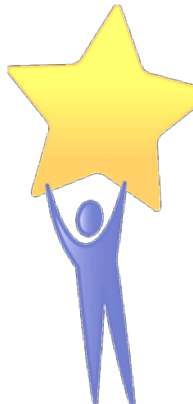
The Program Evaluation Summary is a written summary of the procedures used to evaluate the Title I program in each Title I school, including private school service, if any, a list of strengths and weaknesses of the program as indicated by findings from data analysis, and description of any consequent program changes made.



Data Collection & Management

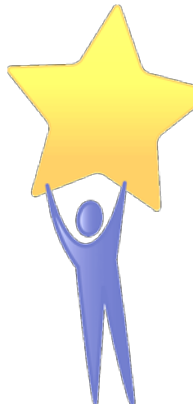
Finding

Appropriate Time and Effort records
were not submitted



Data Collection & Management

- ★ Stipends were not recorded in Time & Effort records
- ★ Time & Effort records were not consistent with staff listed on Title I personnel list
- ★ Time & Effort records were not signed
- ★ The wrong form was used
 - ★ Semi-annual for full-time staff
 - ★ Monthly records for split-funded staff



Title I Semi-Annual Certification

District: _____

Semi-Annual Period:

Sept. 20__ – Jan. 20__

Feb. 20__ – Jun 20__

I certify that I have been working solely in activities supported by the Title I grant for the semi-annual period indicated above.

Name	School	Signature

This report is an after-the-fact determination of actual effort expended for the Title I program for the semi-annual period indicated above.

Title I Director's Signature

Date

Title I Monthly Time and Effort Record for Split-Funded Staff

District: _____

School: _____

Payroll Month: _____

Indicate the percentage of time you worked for the month charged to Title I and other program areas. The total must equal 100%. Then sign the form. The payroll month coincides with one or more pay periods. The record is an after-the-fact determination of actual effort expended for the payroll month and the signer has full knowledge of and can support 100% of these activities, if requested.

Name	Position	Activities		Signature
		% Title I	% Other	

This report is an after-the-fact determination of actual effort expended for the programs charged for the payroll period. The employees signing this record have full knowledge of and can support 100% of these activities.

Supervisor's Signature

Supervisor's Title

Date

District:

Sept. 20__ - Jan. 20__

I certify that I have been working solely in activities supported by the Title I grant for the stipends listed below.

[illegible]

This report is an after-the-fact determination of actual effort expended for the Title I program for the stipends indicated above.

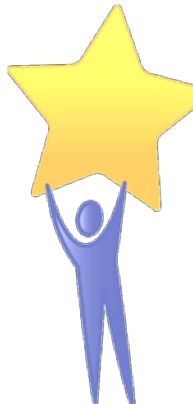
Title I Director's Signature

Date _____

Opportunity & Equal Educational Access

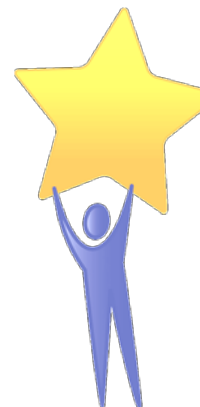
Finding

District did not provide evidence that offers of consultation were received by the private school officials at schools that eligible students attend.



Opportunity & Equal Educational Access

Submit evidence of offers of consultation regarding service to each eligible private school listed on Form 1 of the district's application for the current school year. Evidence must show that offers were received by all eligible schools (e.g., signed confirmation or return receipt slips).



Name of private school: Bayberry Christian School

_____ would like to participate in the Title I program during 2011-12.

~~_____~~ does not want to participate in the Title I program during 2011-12.

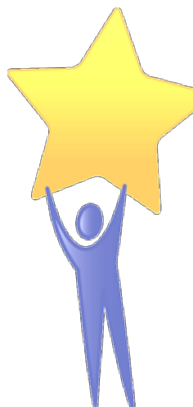
Signature Jennifer A. Case

Position Head Teacher

Date 3/7/11

Phone Number (508) 428-9178

Bayberry Christian School
2736 Falmouth Road
Osterville, MA 02655



9572 6652 6700 0297 0002

U.S. Postal Service
CERTIFIED MAIL RECEIPT

(Domestic Mail Only, No Insurance Coverage Provided)

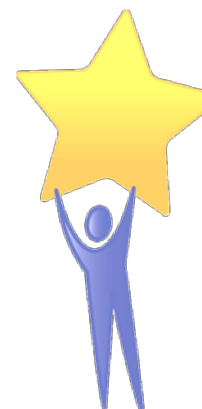
Postage	\$.44
Certified Fee	2.80
Return Receipt Fee (Endorsement Required)	2.30
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 5.54



Sent To	
Street, Apt. No.	Academy of Early Learning
	465 Falmouth Road
City, State, ZIP	Hyannis, MA 02601

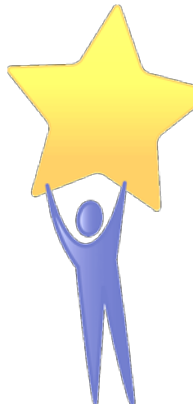
PS Form 3800, May 2000

See Reverse for Instructions



Quick Tips/Reminders

- ★ Date everything
- ★ If multiple Title I schools in district, make sure required documents are submitted for EACH school
- ★ Read Procedures manual carefully!



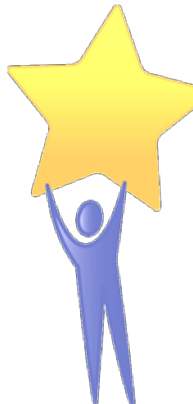
For more information

Title I Program Resources & Monitoring
Process

<http://www.doe.mass.edu/titlei/monitoring>

E-mail: titlei@doe.mass.edu

Phone: 781-338-6230



Questions

